

TAB

S-A-M-P-L-E

## NOTIFICATION OF PERSONNEL ACTION

1. NAME (MR.—MISS—MRS.—ONE GIVEN NAME, INITIAL(S), AND SURNAME)		2. DATE OF BIRTH	3. JOURNAL OR ACTION NO.	4. DATE
JOHN DOE		11 May 1930		26 Feb 1957
This is to notify you of the following action affecting your employment:				
5. NATURE OF ACTION (USE STANDARD TERMINOLOGY)		6. EFFECTIVE DATE	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY	
EXCEPTED APPOINTMENT (WAE)		1 May 1957	50 USCA 403 J	
FROM		TO		
		8. POSITION TITLE	Specialist Reserve (WAE) Slot #	
		9. SERVICE, SERIES, GRADE, SALARY	GS-11 \$24.56 per day	
		10. ORGANIZATIONAL DESIGNATIONS	DD/S-Office of Personnel (Employing Office)	
		11. HEADQUARTERS	Washington, D. C.	
<input type="checkbox"/> FIELD	<input type="checkbox"/> DEPARTMENTAL	12. FIELD OR DEPT'L	<input type="checkbox"/> FIELD	<input checked="" type="checkbox"/> DEPARTMENTAL
13. VETERAN'S PREFERENCE		14. POSITION CLASSIFICATION ACTION		
NONE	WWII	OTHER	5-PT.	10-POINT
			DISAB.	OTHER
15. SEX	16. APPROPRIATION		17. SUBJECT TO C. S. RETIREMENT ACT (YES-NO)	
	FROM: 7-6502-20		NO FICA	
	TO: Same			
		18. DATE OF APPOINTMENT AFFIDAVITS (ACCESSIONS ONLY)		19. LEGAL RESIDENCE
				<input type="checkbox"/> CLAIMED <input type="checkbox"/> PROVED
				STATE:
20. REMARKS:				
ATTACHMENT 3 (SAMPLE)				
ENTRANCE PERFORMANCE RATING:				
14				
21. SIGNATURE OR OTHER AUTHENTICATION				